State of California

M e m o r a n d u m

To:	Panel Members	Date:	January 26, 2007
From:	Dolores Kendrick, Manager	Analyst:	M. Tolentino
Subject:	One-Step Agreement for **NEW TECHNOLOGY TRAINING INSTITUTE**		

CONTRACTOR:

- Multiple Employer: Training Agency
- Training Project Profile: Job Creation:Training Of Unemployed Workers SET- CalWORKS Recipients
- Legislative Priorities: Displaced/Potentially Displaced Workers
- Type of Industry: Services
- Repeat Contractor: No
- ETP Trainees Represented by Union: No
- Name and Local Number of Union Representing ETP Trainees: N/A

CONTRACT:

- Program Costs: $80,240
- Substantial Contribution: $0
- Multiple Employer Support (8%) $5,125
- Total ETP Funding: $85,365
- Total In-kind Contribution: $0
  - *Trainee Wages Paid During Training:* $0
  - *Other Contributions*: $0
- Reimbursement Method: Fixed-Fee
- County(ies) Served: Statewide
- Location of Training: 100% Center Based; 0% Employer Site

INTRODUCTION:

New Technology Training Institute (NTTI) is eligible to contract with ETP as a training agency under Title 22 California Code of Regulations (CCR), Section 4400(z). NTTI is requesting ETP funds to train and place 16 new-hire trainees and four CalWORKS eligible trainees.

MEETING ETP GOALS AND OBJECTIVES:

NTTI proposes training that will further the following ETP goals and objectives:

1) Foster job creation by training and placing displaced workers.

2) Help CalWORKS recipients find secure jobs with a steady wage progression.

TRAINING PLAN TABLE:

Grp/Trainee Type	Types Of Training	No. Retain	No. Class/Lab Videocnf. Hrs.	No. CBT Hrs.	Cost Per Trainee	Hourly Wage After 90 Days
Job Number 1 New Hire	Computer Skills	20	208	0	$3,762	$18.00-$40.00
Job Number 2 Welfare-to-Work	Computer Skills	5	112	0	$2,025	*$12.38 - $16.00
Wages After 90-Day Retention						
Occupation Network and Internetwork Engineer Office Administrator						
Health Benefits Used To Meet ETP Minimum Wage: *Health benefits may be added to a trainee's base wage in order to meet the ETP minimum hourly wage of $13.51 for Alameda, Contra Costa, Los Angeles, Marin, Orange, San Francisco, San Mateo, Santa Clara and Santa Cruz Counties; $13.16 for Sacramento County; $12.89 for San Diego County; $13.12 for Ventura County; and $12.38 for all other counties.				**Turnover Rate** N/A	**% Of Mgrs & Supervisors To Be Trained:** N/A	
Other Employee Benefits: Other employee benefits vary by participating employer.						

COMMENTS / ISSUES:

➢ *Frontline Workers*

   All participants in this project meet the Panel definition of frontline workers under Title 22 CCR, Section 4400(ee).

➢ *Production During Training*

   The proposed Contractor agrees that during ETP-funded training hours, trainees will not produce products or provide services which will ultimately be sold.

RECOMMENDATION:

Staff recommends that the Panel approve this Agreement. This training will provide unemployed workers and CalWORKS recipients, an opportunity to gain skills that will lead to fulltime employment.

NARRATIVE:

Founded in November 1999 by Maro Samkian and Hamid Kowsari, NTTI is a private for profit, training institution specializing in advanced information technology training courses and several medical training programs.

NTTI was originally approved by the Bureau for Private Postsecondary and Vocational Education on January 24, 2001 and has received accreditation status on November 5, 2006 by the Council on Occupational Education.

NTTI representatives report that the networking and internetworking environment is a very dynamic field. Virtually all companies, small and large, have computer network and internetwork environment that requires professionals with a very high level of expertise to handle them. An ever changing networking and internetworking technology is constantly creating new market and new demands that require new skills and higher level of expertise to remain competitive in the market, gain employment or to remain employed. Due to the complexities of training in this field, it is practically impossible for many companies to provide training on their own. On the other hand, many individuals with prior experience in the computer field are unable to find employment because they do not have the experience and knowledge in the advances made in the industry and desperately need training in this field.

NTTI is proposing to train new-hire trainees in **Computer Skills training** particularly in Cisco Certified Network Associate to provide trainees information and skills sufficient to identify and recommend the best Cisco solutions for small to medium-sized businesses and in Cisco
Certified Network Professional to prepare trainees to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service.

NTTI is requesting ETP funds to also train CalWORKS recipients. NTTI representatives report that majority of all of the businesses and government departments are now using Microsoft (MS) office applications on a daily basis. MS Word is used for word processing, MS Excel for organizing their daily revenue and expenses and MS Access for data base application. Training in **Computer Skills training** specifically in MS Office applications will provide CalWORKS recipients the knowledge and skills necessary to use Microsoft office applications efficiently and to obtain gainful employment as office administrators, handling office duties in the areas of word Processing, Spreadsheet, data base, and FrontPage.

NARRATIVE: (continued)

Employer Demand

Panel policy requires multiple employer contractors provide evidence of employer demand for training.

NTTI representatives state that they participate in different meetings of Workforce Investment Boards, Veteran meetings, Women Business Forums and Chambers of Commerce and meet with business IT managers and supervisors in various industries to update the institute's understanding of the market and employers' training needs. NTTI representatives also meet with their employer advisory board which advises the institute as to the changes in the industry, new technological developments, changes in the market demands, changes in training requirements and conducts evaluation of its training curriculum to determine necessary updates.

NTTI representatives indicate that its training curriculum was developed based on their market research and experience in placing its graduates in the IT industry, particularly in the network and internetwork technologies.

According to NTTI representatives, the institute advertises in industry-specific magazines and periodicals as a channel for marketing and recruitment of trainees and prospective employers for placement. Also, NTTI staff has established extensive contacts and working relationships with EDD, Workforce Center offices, the Department of Public Social Services and GAIN offices in Los Angeles providing them access to many qualified unemployed workers (dislocated workers) or CalWORKS recipients who are interested in its training programs to facilitate their future employment in respective industries.

Trainees are chosen from dislocated workers who have not been able to gain employment due to lack of knowledge and experience with the newest technological advances. NTTI conducts interviews to ensure that trainees have some experience or knowledge in creating a network; Transmission Control Protocol/Internet Protocol (TCP/IP), Linux, Unix and Novell. These individuals cannot find employment and desperately need training in these advanced technologies to gain employment as network and internetwork engineers.

SUBCONTRACTORS:

None

THIRD PARTY SERVICES:

The applicant states that consultants have not or will not be used to provide services.

New Technology Training Institute

MENU CURRICULUM

<u>CLASS/LAB HOURS</u>   Job Number 1 (New Hire)
208

Type of Training: Computer Skills

- Cisco Certified Network Associate course

- Cisco Certified Network Professional

  1. Building Scalable Cisco Internetworks

  2. Building Cisco Multilayer Switched Networks

  3. Building Cisco Remote Access Networks

  4. Cisco Internetwork Troubleshooting Support

<u>CLASS/LAB HOURS</u>   Job Number 2 (Welfare-to-Work)
112

Type of Training: Computer Skills

- MS Office User Specialist

  1. Microsoft Office Word 2003

  2. Microsoft Office Excel 2003

  3. Microsoft Office Access 2003

  4. Microsoft Office FrontPage 2003

Comment: The parties agree that the training identified in this Curriculum may be revised from time-to-time during the term of this Agreement at the request of Contractor and with the prior written approval of ETP. (See also Section 12 in this Agreement.)